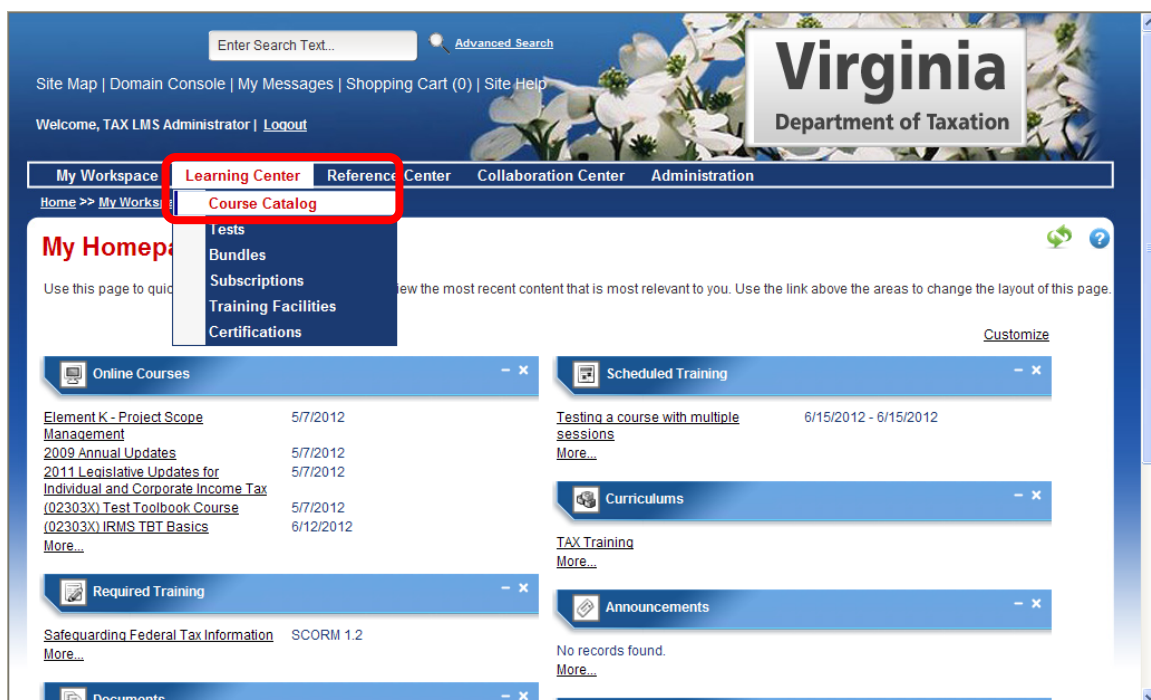


Access a TAX Training Curriculum

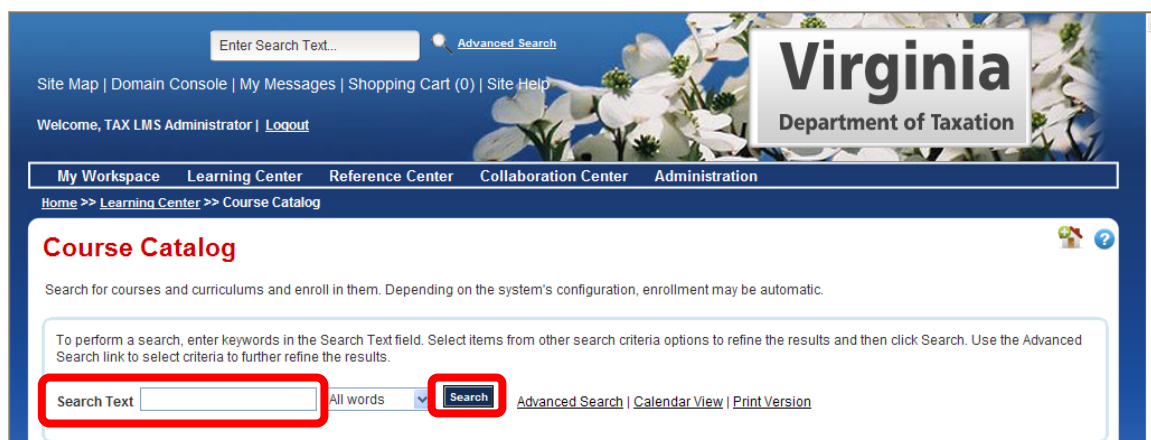
A curriculum provides a way to group related courses and list them so they can be taken in a specific order. You will use the IRMS Training Curriculum as a roadmap to guide you through your IRMS Training. Curriculums are available in the Course Catalog of TAX's Learning Management System (LMS, also known as the Knowledge Center or KC) website.

To locate a TAX training curriculum:

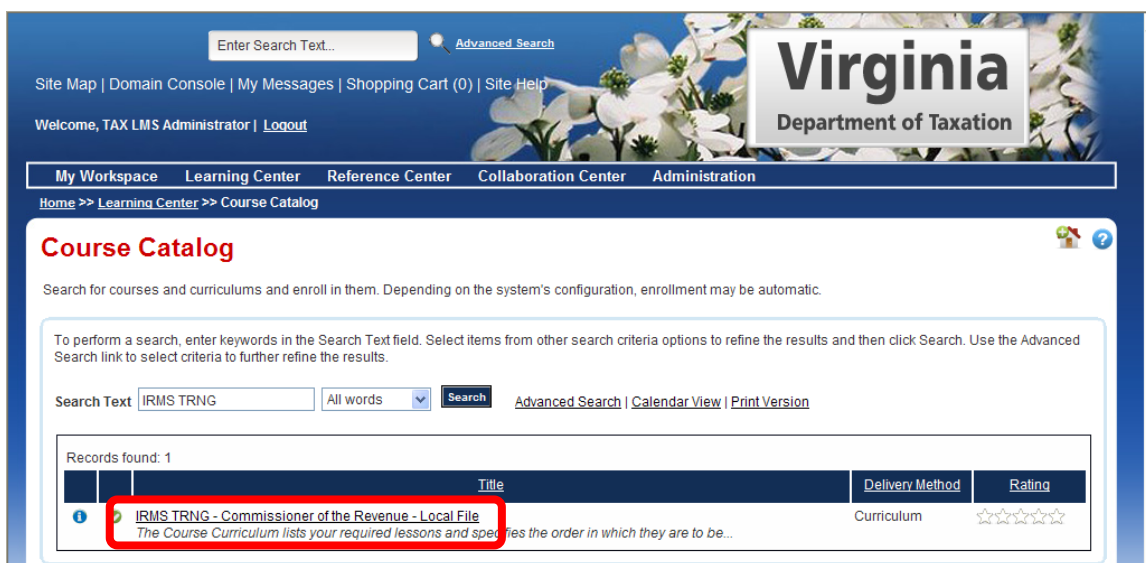
- Step 1.** Open the TAX Knowledge Center Login Page at <https://covkc.virginia.gov/tax/external> or access your agency's Knowledge Center, if applicable.
- Step 2.** Enter your **Login ID** and **Password**.
- Step 3.** Click the **Log In** button. The *Knowledge Center Home Page* opens.



- Step 4.** Select **Learning Center > Course Catalog**. The *Course Catalog* window opens.



Step 5. Type *IRMS TRNG* in the **Search Text** field and click **Search**.



Step 6. Click the link for the curriculum that applies to your role. For example:

If you only need to exchange files and/or secure messages with TAX and do not need access to the rest of IRMS, select **TAX – IRMS – External Entity Secure Messaging Center Access Only**.

If you work in a local Commissioner of the Revenue office where tax returns are processed, select **TAX – IRMS – Commissioner of the Revenue – Local File**.

If you work in a local Commissioner of the Revenue office where tax returns are sent directly to TAX, select **TAX – IRMS – Commissioner of the Revenue – Direct File**.

If you work in a local Treasurer's office and are involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office with Set-Off Program Participation**.

If you work in a local Treasurer's office and are not involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office**.

If you work for a local agency and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Set-off Agency**.

If you work for a local court and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Local Court Set-off Agency**.

[Advanced Search](#)

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Welcome, TAX LMS Administrator | [Logout](#)

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[Reference Center](#)
[Collaboration Center](#)
[Administration](#)

[Home](#) >> [Learning Center](#) >> [Course Catalog](#) >> [IRMS TRNG - Commissioner of...](#)

IRMS TRNG - Commissioner of the Revenue - Local Fi...

You are enrolled in the curriculum.

[Return](#)

IRMS TRNG - Commissioner of the Revenue - Local File

No Rating Available

Cost : \$0.00

Locale : English (United States)

Curriculum Code :

[Save Shortcut](#)

Type : Curriculum

The Course Curriculum lists your required lessons and specifies the order in which they are to be taken. Use the Course Curriculum as a roadmap to guide you through your required IRMS Training.

Some other IRMS courses are helpful in learning to use the system. These optional courses are available in the curriculum as well. Click here to view the recommended list of courses for your role. Click... [More](#)

[Access Item](#)

You enrolled in this item on 6/15/2012. [Cancel Enrollment](#)

Elective Order

Click the title of a training activity to access it (except for classroom course sections).

	Required	Title	Type	Progress Status	Equivalent Content Completed
	Yes	(01103) IRMS Training Overview	Online	Not Enrolled	
	Yes	(02302) IRMS Reference Tools	Online	Not Enrolled	
	Yes	(02303X) IRMS TBT Basics	Online	Complete	
	Yes	(03102X) Introduction to IRMS for Customer Information	Online	Not Enrolled	
	Yes	(03104X) IRMS Navigation	Online	Not Enrolled	
	Yes	(03105X) IRMS Search Options	Online	Not Enrolled	
	Yes	(22100) Safeguarding Confidential TAX Information	Online	Not Enrolled	
	Yes	(30100) IRMS Training Program Completion	Online	Not Enrolled	

Step 7. Click the **Access Item** button.

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[Administration](#)

[Home](#) >> [Learning Center](#) >> [Course Catalog](#) >> IRMS TRNG - Commissioner of...

IRMS TRNG - Commissioner of the Revenue - Local Fi...

[Return](#)

IRMS TRNG - Commissioner of the Revenue - Local File
[Save Shortcut](#)

No Rating Available [Rate](#)

Cost : \$0.00

Locale : English (United States)

Curriculum Code :

Type : Curriculum

The Course Curriculum lists your required lessons and specifies the order in which they are to be taken. Use the Course Curriculum as a roadmap to guide you through your required IRMS Training.
Some other IRMS courses are helpful in learning to use the system. These optional courses are available in the curriculum as well. Click here to view the recommended list of courses for your role. Click... [More](#)

You first accessed this item on 6/15/2012 [View Details](#)

Elective Order
Click the title of a training activity to access it (except for classroom course sections).

	Required	Title	Type	Progress Status	Equivalent Content Completed
		(01103) IRMS Training Overview	Online	Not Enrolled	
		(02302) IRMS Reference Tools	Online	Not Enrolled	
		(02303X) IRMS TBT Basics	Online	Complete	
		(03102X) Introduction to IRMS for Customer Information	Online	Not Enrolled	
		(03104X) IRMS Navigation	Online	Not Enrolled	
		(03105X) IRMS Search Options	Online	Not Enrolled	
		(22100) Safeguarding Confidential TAX Information	Online	Not Enrolled	
		(30100) IRMS Training Program Completion	Online	Not Enrolled	

After accessing a training curriculum, the courses within are listed as links with the Progress Status displayed. The courses in the Prescribed Order list must be taken in the order they appear in the list. The Elective Order courses can be taken in any order. If the Required field contains “No”, then the course is optional.

Clicking a course’s link opens the course’s description and allows you to take the course. For more details, see *Access a Course in the LMS / KC* in the TARP Job Aids.